



## ENCROACHMENT PERMIT

An Encroachment Permit is required when you want to temporarily occupy any portion of the Town's public lands, or right-of-ways, for some kind of activity. Construction companies, contractors or individual residents can apply for an Encroachment Permit to allow for activities such as driveway widening or resurfacing, construction projects, temporary placement of containers, materials, and vehicles used in the construction process, or for special events that require use of the sidewalk or right-of-way (i.e. sidewalk sales, charity events, etc.).

### ENCROACHMENT PERMIT APPLICATION • FOR COMPANIES



The Encroachment Permit Application is available online at:

<https://www.tillsonburg.ca/business-and-development/building-and-renovating/encroachment-permit/>

Complete the online application, answering all questions.

Be prepared to upload these four documents (in PDF format) during your online application:

- 1** Liability Insurance Certificate, with \$2,000,000 minimum coverage, naming the Town as an additional insured. (\$5,000,000 minimum coverage applies to Special Events)
- 2** WSIB Clearance Certificate (Not required for Special Events)
- 3** Sketch of the work area, with measurements  
TIP: Submit a marked up screen shot from an on-line map provider such as Google Maps
- 4** Traffic Control Plan, if any equipment will be parked on Town property  
TIP: Submit a marked up screen shot from an on-line map provider such as Google Maps, indicating placement of cones to direct traffic around affected area.  
  
Note: If no equipment is encroaching on Town property, the sketch of the work area can be uploaded in this field, indicating that no traffic control is required.

Note: there is a \$54.00 permit fee required at the end of the application.

For all **utility related work**, applicants are to obtain a Utility Authorization Permit.

Your application will be sent to the Town of Tillsonburg for review. You will receive a confirmation email that your application has been received and a receipt of payment. Applications can take up to 7 days to process. Upon approval, you will receive an email containing your approved permit, (or permit denial, if denied). Approved permits must be displayed at each work site. If your permit is time sensitive, please email us. Note: An application must be submitted for each location where work is being conducted.

Questions? Email: [encroachmentpermits@tillsonburg.ca](mailto:encroachmentpermits@tillsonburg.ca)